

Equal Opportunity and Affirmative Action



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State Board of Education

State of Iowa
Department of Education
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LEGISLATION: EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

19B.11 SCHOOL DISTRICTS, AREA EDUCATION AGENCIES, AND COMMUNITY COLLEGES -- DUTIES OF DIRECTOR OF DEPARTMENT OF EDUCATION.

1. It is the policy of this state to provide equal opportunity in school district, area education agency, and community college employment to all persons. An individual shall not be denied equal access to school district, area education agency, or community college employment opportunities because of race, creed, color, religion, national origin, sex, age, or physical or mental disability. It also is the policy of this state to apply affirmative action measures to correct deficiencies in school district, area education agency, and community college employment systems where those remedies are appropriate. This policy shall be construed broadly to effectuate its purposes.
2. The director of the department of education shall actively promote fair employment practices for all school district, area education agency, and community college employees and the state board of education shall adopt rules requiring specific steps by school districts, area education agencies, and community colleges to accomplish the goals of equal employment opportunity and affirmative action in the recruitment, appointment, assignment, and advancement of personnel. Each school district, area education agency, and community college shall be required to develop affirmative action standards which are based on the population of the community in which it functions, the student population served, or the persons who can be reasonably recruited. The director of education shall consult with the department of administrative services in the performance of duties under this section.
3. Each school district, area education agency, and community college in the state shall submit to the director of the department of education an annual report of the accomplishments and programs of the district, agency, or community college in carrying out its duties under this section. The report shall be submitted between December 15 and December 31 each year. The director shall prescribe the form and content of the report.
4. The director of the department of education shall prepare a compilation of the reports required by subsection 3 and shall submit this compilation, together with a report of the director's accomplishments and programs pursuant to this section, to the department of management by January 31 of each year.

SCHOOL DISTRICT ACTIVITIES

During the 2015-16 school year school districts reported having the following Equal Opportunity Employment (EEO) standard or programs in place.

EEO Standards/Programs	Number of Districts (333 Total Districts)
Employment policies providing equal opportunity to all persons. 281—95.4(1)	327
Systematic input from diverse racial/ethnic groups, women, men and persons with disabilities into the development of EEO plans. 281—95.4(4)	147
Work force analysis to identify underrepresentation in major job categories. 281—95.3	167
Numerical goals and timetables for reduction of underrepresentation in each major job category where it has been identified. 281—95.5(6)	87
No EEO standards/program are in place	0
Other EEO standard/program	30

During the 2015-16 school year school districts reported the following Affirmative Action (AA) program accomplishments.

AA Program Accomplishments	Number of Districts (333 Total Districts)
Increased number of females in underrepresented job categories.	91
Increased number of males in underrepresented job categories.	98
Increased diversity of staff to more closely match student population.	77
Advancement of personnel increased underrepresentation in job categories.	45
Broadened or targeted recruitment efforts to meet affirmative action goals.	110
Trained staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of affirmative action plan.	116
No accomplishments to report.	79

AREA EDUCATION AGENCY ACTIVITIES

During the 2015-16 school year Area Education Agencies (AEA) reported having the following Equal Opportunity Employment (EEO) standard or programs in place.

EEO Standards/Programs	Number of AEAs (9 Total AEAs)
Employment policies providing equal opportunity to all persons. 281—95.4(1)	9
Systematic input from diverse racial/ethnic groups, women, men and persons with disabilities into the development of EEO plans. 281—95.4(4)	5
Work force analysis to identify underrepresentation in major job categories. 281—95.3	7
Numerical goals and timetables for reduction of underrepresentation in each major job category where it has been identified. 281—95.5(6)	7

During the 2015-16 school year Area Education Agencies reported the following Affirmative Action program accomplishments.

AA Program Accomplishments	Number of AEAs (9 Total AEAs)
Increased number of females in underrepresented job categories.	2
Increased number of males in underrepresented job categories.	3
Increased diversity of staff to more closely match student population.	3
Broadened or targeted recruitment efforts to meet affirmative action goals.	5
Trained staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of affirmative action plan.	6
No accomplishments to report.	1

COMMUNITY COLLEGES ACTIVITIES

During the 2015-16 school year, Community Colleges reported having the following Equal Opportunity Employment (EEO) standard or programs in place.

EEOC Standards/Programs	Number of Community Colleges (15 Total Community Colleges)
Employment policies providing equal opportunity to all persons. 281—95.4(1)	15
Systematic input from diverse racial/ethnic groups, women, men and persons with disabilities into the development of EEO plans. 281—95.4(4)	6
Work force analysis to identify underrepresentation in major job categories. 281—95.3	11
Assigned coordinator of development and implementation of EEO/AA plans	15
EEO/AA action plan with quantitative and qualitative analysis of workforce underrepresentation and system for distribution of plan	12
Procedures in place for employees and applicants for employment to redress complaints for discrimination (e.g., grievance policy and procedures)	14
Periodic training for all staff who hire or supervise personnel on the EEO/AA principles.	14
Numerical goals and timetables for reduction of underrepresentation in each major job category where it has been identified. 281—95.5(6)	11

During the 2015-16 school year, Community Colleges reported the following Affirmative Action program accomplishments.

AA Program Accomplishments	Number of Community Colleges (15 Total Community Colleges)
Increased number of females in underrepresented job categories.	5
Increased number of males in underrepresented job categories.	3
Increased diversity of staff to more closely match student population.	6
Advancement of personnel increased underrepresentation in job categories.	6
Increased diversity of applicant pool for posted positions.	7
Broadened or targeted recruitment efforts to meet affirmative action goals.	10
Trained staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of affirmative action plan.	5
No accomplishments to report.	3

DEPARTMENT OF EDUCATION ACTIVITIES

Fiscal Year 2016 Goals and Progress

Goal 1: New Employee Orientation and Induction

During Fiscal Year 2016 (FY16), the Department planned to update and implement a formal new employee orientation and induction process consistently across the agency. This new structure was completed. New employees were required to attend six two-hour session that covered a variety of topics relevant to the orientation and induction of new staff.

Goal 2: Increasing Applicant Pool and Recruiting

The Department will contact the State Recruitment Coordinator at the time of a new opening for assistance with hard to fill positions. This will occur prior to positions being opened, particularly for positions that may require a creative recruitment process. The Department's Human Resources Associate has regularly worked with the State Recruitment Coordinator on job postings. The Department also participated in the 2016 job fair. The State Recruitment Coordinator provided the Department with alternatives for hard-to-fill position recruitment.

Goal 3: Managers and Supervisor AA/EEO Training

All managers and supervisors attended AA/EEO training by March 31, 2016.

Goal 4: Manage AA/EEO Plan and Attend Department of Administrative Services AA/EEO Meetings

The Department will have a person responsible for the administration of AA/EEO policies and procedures and will attend the Department of Administrative Services (DAS) AA/EEO Recruitment Committee meetings. The Department's Human Resources Associate has attended DAS AA/EEO Recruitment Committee meetings. The Department's Human Resources Associate and Deputy Director work collaboratively on implementation of the Department's AA/EEO plan.

Fiscal Year 2017 Goals

Goal 1: Increase Number of Race Minority Applicants

For any positions that are created or open in FY17 in OCC Class 0430, the Department will increase the number of race minority applicants who apply and interview for the positions. Targeted efforts to recruit race minority applicants will be used.

Goal 2: Increase Number of Female Applicants

For any positions that are created or open in FY17 in OCC Class 1007, the Department will increase the number of female applicants who apply and interview for the positions. Targeted efforts to recruit female applicants for these positions will be used.

Goal 3: Increase Number of Individual with Disabilities Applicants

For all positions that are created or open in FY17, the Department will increase the number of individuals with disabilities who apply and interview for the positions. Targeted efforts to recruit individuals with disabilities will be used and the Department will collaborate with other state and local agencies serving these populations to ensure notice of the positions are widely distributed.

Goal Implementation Strategies

The Department will work with the DAS-HRE Recruitment Coordinator to ensure current recruitment efforts are reaching targeted groups. The Department has expanded the number of locations where ads are placed in an attempt to target underrepresented groups. The Department will work with the Iowa Division of Vocational Rehabilitation Services on outreach and recruitment of adults with disabilities for vacant positions.